

GRANT COUNTY BOARD OF COMMISSIONERS
MEETING MINUTES
Week of May 1– May 7, 2023
Commission Chambers
35 C Street NW
Ephrata, WA 98823

Public meetings were held in person with a WEBEX Conference Call/Video option available.

MONDAY, MAY 1, 2023

The Grant County Commissioners session began at 9:00 a.m. with Commissioners Jones and Stone in attendance. Commissioner Jones attended via Webex all day and Commissioner Carter attended meetings when available.

9:00 a.m. – 9:30 a.m. J Brakebill, Board of Equalization (BOE) Update

In attendance: Jim Brakebill, Chairman of the BOE, Jerry Gingrich, Clerk to the BOE, and Matt Hope, Assessors Office. Jim Brakebill gave an update on this year's petitions:

2022 Assessment Year for Taxes Payable in 2023

- 127 petitions considered complete & timely received.
 - 80 are real property petitions.
 - 29 current use value petitions.
 - 5 current use removal petitions.
 - 5 personal property petitions.
- 27 petitions have had stipulated agreements reached.
- 6 petitions have been withdrawn.
- 8 requests to reconvene.
 - 3 requests approved.
 - 5 requests denied.
- Have completed 5 days of BOE hearings. 21 petitions waiting to be heard over 4 days of scheduled hearings as of now:
 - 5/11/23
 - 5/18/23
 - 7/20/23
 - 7/27/23
- BOE Training in June
 - New member Training for Victor Lombardi
 - June 9, 2023
 - Senior Member Training for everyone
 - June 29, 2023
- 2022 Department of Revenue BOE Audit
 - Passed
 - Zero findings

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- Two recommendations for improvement
 - Forms

9:30 a.m. – 10:00 a.m. B Vasquez, Clerk of the Board Update

- NovaTime – Reports
- Wenatchee Valley Humane Society – Webex meeting on 5/16/23.
- BV Conference and Vacation Schedule

10:00 a.m. – 11:00 a.m. J Kriete, Sheriff's Office Update (Anticipated Executive Session)

Pursuant to RCW 42.30.110(1)(g) Commissioner Stone called an Executive Session to order at 10:03 a.m. to go until 10:23 a.m. regarding Job Applicant/Evaluation. In attendance were Commissioners Carter, Stone and Jones, Joe Kriete and John McMillan, Sheriff's Office. The session was continued to 10:28 a.m. Commissioner Stone closed the session at 10:28 a.m.

11:00 a.m. – 11:30 a.m. S Fode, New Hope Update ***Commissioner Carter did not attend.***

- Shelter Update: no clients as of today.
- Point and Pay System – Update Going Live May 2.
- County ARPA Requests – Revisit: The county is working on the beneficiary agreements for other recipients and will work on New Hope at a later date. Adams County has not put forth any funds to date.
- Infant at Work Policy for Kids Hope – Revisit: After review, the Commissioners decided to not approve this request.
- Approval for Work Incentive: to work with HR.
- Grant Applications Status and Budget Update: New Hope has 14 grants, all which could potentially change.
- Other

12:00 a.m. – 1:00 p.m. Quarterly Elected Official/Department Head Luncheon ***Commissioner Carter did not attend***

Ric Char and Kyle Foreman, Sheriff's Office/Emergency Management discussed what to do in an "active shooter" scenario. Keith Conley, Technology Services discussed the potential of a notification system that would overtake employee computer screens.

1:00 p.m. – 2:00 p.m. Commissioners Roundtable – Misc. Discussion ***Commissioner Carter attended at 1:10 p.m.***

- Review of Consent Agenda Items
 - Travel request from Janice Flynn to attend a training in Leavenworth. Commissioner Jones to attend also.
- Coroner's Office Space (CC): Email from Theresa Adkinson, Health District, request to utilize the Coroner's Office space once the Coroner Office moves to the new hospital in Moses Lake.

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- Homeless Encampment Corner of Central and North Paxson: Jim McKiernan, Fairgrounds Director discussed the proposed location by the City of Moses Lake for a potential new homeless encampment. He will have the Prosecuting Attorney's Office review a draft letter to the City regarding this.
- DS: Moss Adams- beneficiary contracts being reviewed
- DS: Blake decision sunset 6/30/23 and there will be no state statute that criminalizes the possession of controlled substances.
- DS: There is no liability insurance for the Jail doctor. Move the contract forward.
- Sam Castro: Senator Murray's Office posted on their website that Washington State Department of Transportation bridge 247 will receive CDS Funding in 2024 in the amount of \$3,888,000.00. Bridge 248 was not funded. District Court was awarded funding as well for Courthouse Security Upgrades: Modernize and upgrade security across courthouse in the amount of \$1.5 million.
- Sam Castro: Settlement check received in the Clerk's Office NPDES National Pollution Discharge Elimination System. Where should this \$17,414.03 be deposited.
- Sam Castro: His employee evaluation was postponed until a cultural survey could be completed.

2:00 p.m. – 3:30 p.m.

K Eslinger, Human Resources Update

Pursuant to RCW 42.30.110(1)(g) Commissioner Stone called an Executive Session to order at 2:02 p.m. to go until 2:32 p.m. regarding Job Applicant/Evaluation. In attendance were Commissioners Carter, Stone and Jones, Sam Castro, Public Works Director, and Kirk Eslinger, Human Resources. The session was continued to 3:03 p.m. Sam Castro then left and the session was continued again to 3:19 p.m. Commissioner Stone closed the session at 3:19 p.m.

| Discussion Items | | Request | Action |
|----------------------------------|--|---------|---|
| 01. Public Works | | Direct | Board Direction Given. |
| 02. Public Works Admin Positions | | Direct | Board Direction Given – OK to move on to Position Management Review Team. |
| 03. Comp Changes | | Direct | HR Deferred Item - Time Not Available Due To Other Topics. |
| 04. New Hope Incentive | | Direct | Board Direction Given – HR will prepare documents for signature. |
| 05. Mtnc Consolidation | | Direct | Board Direction Given. |
| 06. FLSA Exempt Philosophy | | Direct | HR Deferred Item - Time Not Available Due To Other Topics. |

| Executive Session | | | | | | Action / Direction |
|-------------------|-------------------------------|---------|--------|------|-------------------------------|---|
| Start: | 2:02 PM 2:33 pm 3:04 pm | Length: | 30 min | End: | 2:32 PM 3:03 pm 3:19 pm | Action taken after Executive Session(s): No decisions/actions were made by the Board. Work instruction was provided to staff. |

4:00 p.m. – 4:50 p.m.

D Stone, Columbia Basin Foundation (CBF) Open House (Ephrata)

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TUESDAY, MAY 2, 2023

The session was continued to 8:30 a.m. with all Commissioners in attendance. Commissioners Jones and Carter attended via Webex.

8:30 a.m. – 9:00 a.m. K McCrae, Prosecuting Attorney's Office Update

Pursuant to RCW 42.30.110(1)(i), Commissioner Stone called an Executive Session to order at 8:31 a.m. to go until 8:36 a.m. regarding Litigation. In attendance were Commissioners Carter, Stone and Jones, Kevin McCrae and Rebekah Kaylor, Prosecuting Attorney's Office. - Commissioner Stone closed the session at 8:36 a.m.

- Claim update on the case against the Treasurer.
- Department of Social and Health Services (DSHS) updated general terms and conditions: they continued to add the covid vaccination requirement.

9:30 a.m. – 10:00 a.m. Meeting w/Tourism Commission

In attendance: Amanda Laramore, Shawn Cardwell, Sandra Marcusen, Rachelle Haven, Lynne Lynch, Linda Bonneville, and Jerry Gingrich.

Rochelle is now the new marketing director, replacing Bill Burke. She talked about geo-fencing and doing more social media advertisements. Signs, kiosks, and historical signs need attention. They will have to wait for more LTAC funding to do this.

10:00 a.m. – 11:00 a.m. Department Head Review (**Cancelled**)

11:00 a.m. – 12:00 p.m. C Young, Development Services Update ***Commissioner Carter did not attend.***

- D.S. Update – Permitting and Revenue Statistics
- Personnel Policy 1607 (Capital Facilities Plan and Transportation Plans Process) with Katie Smith: This was drafted and is being reviewed. Budget can be amended, but if it's a Capital Facility Plan item, we are not able to amend it due to RCW. They would like to amend the Comprehensive Plan cycle from January 1 – June 30. Answers: Changing the designation name of the project funding; Dev Svcs and accounting to finalize the policy. Compliance using REET funds must be stricter. At budget time, capital facilities projects must be finalized. Departments must PLAN what they need for the following year. Approved if there is an emergency only. They will set aside \$100,000.00 for "courthouse emergency projects". Moving Fairgrounds Improvement Projects and Facilities and Maintenance under one heading in the CFP for flexibility.
- Shrub Steppe Mitigation – ILF Land Trust Program
- Conservation District Contract Renewal ILA and WA State Conservation Commission Biennium Agreement – June 30, 2023 (2023-2025)
- Legislative Session – ADU Bill 1337 and proposed ADU's
- Fee Schedule Adoption – implementation date (July 2023)?
- The 2023 Comprehensive Plan Amendment Update will be held 5/15/23 at 10:00 a.m.

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2:00 p.m. – 3:00 p.m. Commissioner's Meeting ***Commissioner Carter did not attend.***

- Call to order
- Open Forum for Citizen Input (3 minutes per person, 15-minute time limit)
 - Jerome Wawers: Public Works is down blade operators and equipment operators, and this would affect the Hiawatha Road project. He feels the funding could be put to better use maintaining and improving current roads. He will provide a list of roads he feels should be looked at.
 - Sam Castro, Public Works Director stated he received a request from Jerome Wawers that if any Hiawatha Road tours come about, he would also like to attend.
- Approval of Agenda **A motion was made by Commissioner Jones, seconded by Commissioner Stone, to approve the agenda as presented. The motion passed with 2 Commissioners in attendance.**
- Correspondence (ie. Emails that have come in that need response, letters of support etc.)
 - Email from David Hunt about the move of the city homeless encampment to county property along Randolph Road.
- Commissioners Roundtable – Miscellaneous Discussion
 - Claim check received by the Clerk's office regarding a Montsano claim check. Deposit into county roads. Check will be deposited into a county roads fund #101.
 - DS: Staff position request from the Fairgrounds, he referred them to Human Resources.
 - Wendy Brzezny emails re: revitalization of Ephrata. Clerk of the Board will find out if they want a meeting with the full board
 - Active Shooter presentation: discuss next week.
 - DS: Approached by Robert Schiffner: Moses Lake Academy proclamation, request to come forth.
 - RJ: Position Management Review Team meeting. Danny will not be able to attend, Rob to call in.
 - Municipal Clerks Week: Recognition from the Clerk of the Board of the BOCC Deputy Clerks Jerry Gingrich and Brittany Lutz.
 - Minutes as corrected: ARPA/PILT 1% collection.
 - Amendment to Public Works Item 8: Amending the dates of the bid signing and the bid opening.
- Consent Agenda – (Items 1 through 14) All items are considered routine and will be enacted by one motion of the commissioners with no separate discussion. If a separate discussion is desired, that item may be removed and placed under Board Discussion/Decision. **A motion was made by Commissioner Jones, seconded by Commissioner Stone, to approve the consent agenda as presented. The motion passed with 2 Commissioners in attendance.**

AUDITOR'S OFFICE

1. Payment of vouchers certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by the auditing officer as required by RCW 42.24.090, as recorded on a listing and made available to the Board. **(In the amount of \$807,527.93)**

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COMMISSIONER'S OFFICE

2. Approval of April 10 and April 17, 2023, Commissioners Minutes.
3. Invoices
4. Reimbursement travel request for Janice Flynn to attend the Department of Commerce HAU Grantee & Balance of State CoC Forum in Leavenworth, June 28-29, 2023. The estimated cost of travel would be \$117.90 for mileage and \$298.00 for hotel not including taxes or hotel fees.
5. Grant County Tourism Promotion Agreement, Lodging Tax Advisory Committee (LTAC) Grant No. 2023-26, to the Ephrata Chamber of Commerce in the amount of \$10,000.00 for Tourism Promotion.
6. Grant County Tourism Promotion Agreement, Lodging Tax Advisory Committee (LTAC) Grant No. 2023-11, to the Ephrata Chamber of Commerce in the amount of \$20,000.00 for the promotion of their Sage-N-Sun festival.
7. Change of location application from the Washington State Liquor and Cannabis Board for cannabis business, "Five 02" to relocate from East Wenatchee to 22743 Road 4 SE STE B, Warden, WA.

PUBLIC WORKS

8. Authorization to call for bids for the Steel Canopy Body project. Bid opening will take place May 16, 2023, at 9 a.m.
9. Request to the County Road Department for reimbursable work for the City of Soap Lake crack seal work to be completed no later than November 01, 2023, and not to exceed \$33,000.00.
10. Washington State County Road Administration Board (CRAB) contract amendments for the below listed Rural Arterial Program Projects for increased RATA funding:
 - a. Project No. 1322-01 for 9 NW Road (SR 283 to Dodson Rd)
 - b. Project No. 1323-01 for Road S NW
 - c. Project No. 1323-02 for Road Q SW (George CL to Frenchman)
11. Approval of Title VI Plan for Local Public Agencies (LPA's) with Populations over 75,000.

RENEW

12. Out-of-state travel request for Bethany Escamilla to attend the Community Anti-Drug Coalitions of America (CADCA) training in Dallas, TX, July 15-21, 2023. Total cost of travel is \$3,482.37.
13. Out-of-state travel request for Nya Watson, Marissa Watson, Jazlynn Wilson, Jessica Cox, Jonas Boateng, Katheryne Espinoza, Nytaia Maddison, and Samuel McKee to attend the Community Anti-Drug Coalitions of America (CADCA) training in Dallas, TX, July 15-21, 2023. Total cost of travel is \$3,332.37 per traveler.

TREASURERS' OFFICE

14. Purchase Order No. 468 in the amount of \$68,757.08 to Aumentum (formerly known as Thomson Rueters-Manatron (MNTRN) for semi-annual maintenance fees for Terra Scan for the Assessor and Treasurers Office.

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- Board Discussion/Decisions Items (*Items to discuss and items that were removed from Consent Agenda. These items will be acted upon together*)
 - Tom Gaines discussed a change order that will be forthcoming for the project at the Fairgrounds.
- Adjournment

3:15 p.m. – 3:20 p.m.

Open Record Public Hearing, LTAC/Tourism, Interfund Communications and District Court Budget Extensions

The Commissioners held an Open Record Public Hearing to consider the following budget extension requests:

- Auditors Office in the amount of \$90,521.00 Fund # (511.181) Interfund Communications.
- Auditors Office in the amount of \$761,151.00 Fund # (134.185) Lodging Tax Advisory Committee (LTAC).
- District Court in the amount of \$2,114.00 to pay Fund # (127.169) for retainage on a 2022 project.

Emili Wash, Accounting discussed their requests.

Desiree Ochocinski, District Court Administrator, discussed their request.

A motion was made by Commissioner Jones, seconded by Commissioner Stone, to close the public comment portion of the hearing. The motion passed with 2 Commissioners in attendance. A motion was made by Commissioner Jones to approve the budget extensions as presented. Commissioner Stone seconded and the motion passed with 2 Commissioners in attendance. **(Resolution No. 23-036-CC)**

4:00 p.m. – 5:00 p.m.

R Jones, Position Management Review Team Meeting **(Cancelled)**

MISCELLANEOUS ITEM

The Commissioners approved an Emergency Accounts Payable batch in the amount of \$750.00 from Renew for emergency housing.

WEDNESDAY, MAY 3, 2023

C Carter, Out

9:30 a.m. – 2:30 p.m.

D Stone, WSRRI LTSAG Monthly Meeting

1:00 p.m. – 3:00 p.m.

Komaki City – Japan Sister City Visit **(Cancelled)**

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THURSDAY, MAY 4, 2023

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|------------------------|--|
| 7:00 a.m. – 8:00 a.m. | R Jones, Moses Lake Chamber Response Team Meeting |
| 12:00 p.m. – 1:00 p.m. | C Carter, Columbia Basin DV and SA Consortium Meeting (Cancelled) |
| 1:00 p.m. – 2:00 p.m. | R Jones, Grant County Jail OAC Meeting |

FRIDAY, MAY 5, 2023

| | |
|-------------------------|--|
| 10:00 p.m. – 11:00 a.m. | R Jones, Canvassing Board – Certification of Election (Elections Department) |
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Signed this _____ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
Grant County, Washington

Rob Jones, Chair

Cindy Carter, Vice-Chair

Attest:

Danny E. Stone, Member

Barbara J. Vasquez, CMC
Clerk of the Board